

BID PROPOSAL CHECKLIST

City of Oshkosh Purchasing Division
(920) 236-5100

- [] Provide pricing for all items as requested and any additional costs must be included. Review the solicitation document for instructions regarding per unit pricing. Per unit pricing may need to include all costs, such as labor, supplies, delivery and surcharges. All costs must appear on the bid form. Incomplete pricing may disqualify the bid.
- [] Make sure all mathematical calculations are correct. Have someone else check the bid for errors.
- [] Submit the bid to the correct location, on the correct date, BEFORE the due time, AND in a sealed envelope. Allow plenty of time for delivery of your bid. Late bids will not be accepted and will be returned unopened.
- [] Read the entire solicitation well in advance of the bid due date. This will allow you plenty of time to call the Purchasing Division if you need any clarification or have any questions.
- [] If applicable to the bid, attend the mandatory pre-bid meeting or walk-through. Many solicitations require attendance at one of these meetings in order to submit a bid.
- [] If the solicitation requires pre-qualification make sure you complete and submit the pre-qualification form to the Purchasing Division by the time and date required in the solicitation. The City will contact your references so please verify your references' contact information. References are one way that the City can determine whether a bidder is responsive and responsible.
- [] If applicable to the solicitation, read the bond and insurance requirements and submit any necessary documentation as required.
- [] If addenda is issued for the solicitation, acknowledge receipt of the addenda in the bid form or as instructed.
- [] Follow the "Notice to Vendors" and "Standard Terms & Conditions" section in the solicitation.
- [] Make sure your bid proposal is legible.
- [] Provide ALL requested information on the bid form and include all requested submittals.
- [] Sign your bid form. Signer must be authorized to initiate a contract on behalf of the company.

If you have any questions please contact the City of Oshkosh Purchasing Division (920) 236-5100.